

Parksville and District Historical Society

Volunteer Job Description

Admissions Assistant

General Description:

Responsible for assisting museum visitors at the museum admissions desk

Specific Duties:

Handling small amounts of money when taking admission fees, and Gift Shop purchases

Explaining children's activities

Answering phones

Answering general inquiries from visitors, and emails

Recording admission numbers, gift shop sales, membership fees, and donations

Qualifications:

Current Parksville & District Historical Society member

Enjoys working with the public

Understanding the operations of the museum

Knowledge of Museum, and Parksville history

Ability to work independently or as a team

Ability to multi-task

Basic cash handling skills

Basic record-keeping skills

Training Provided!

Hours:

2 – 20 hours per week (in summer)